**Basic Operations**

* At any of the 5 Home screens:
* Tap **Home** to go to the main home screen
* Tap **Back** to see miniatures of the 5 home screens. Tap to open them
* Tap **Options** to:
  + Add a shortcut, widget or folder
  + Change your wallpaper
  + Search the internet
  + List Notifications (same as flick down from top edge)
  + Open the Settings screen
* To move any icons, hold the icon until it jiggles, then slide it to the new location
* To add more icons to the home screens, click the **Apps** button, then drag the icons
* To get more Apps – tap ‘**Play Store’**, browse or search for the App, then click Install.
* To have an App sent to the phone, browse for it on the internet and click Install
* Note: Getting Apps requires you to be logged into your google account (ie gmail)

**Phone Calls**

* To make a phone call:
  + If the phone is off, turn phone on, then slide up to **phone icon**
  + If the phone is on, tap the **green phone icon**
  + Tap Dialer, Call log, Contacts or Favourites as required
* Answering a call – slide the green icon to the right.
* To ignore a call - slide red icon to the left
* To add a Contact, tap Phone icon, then Contacts tab, then Create Contact button
* To make a contact a Favourite:
  + Open the contact, then tap the star next to their name
  + OR, Tap Favourites tab and then tap Add Favourites

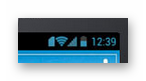
**To add music or videos etc**

* Connect the phone to the PC by USB cable
* On the phone, tap ‘Turn On USB Storage’ (If necessary, click ‘OK’)
* On the PC,
  + Start Windows Explorer
  + Open the Huawei icon (or preferably the icon for the microSD card if fitted)
  + Open, or create a folder called ‘Music’
  + Copy you .mp3 or .wma music files to this folder.

**To transfer photos from the phone to your PC**

* Do the above connection steps as for music transfer
* Using Windows Explorer,
  + - locate the DCIM folder on either the Huawei or the micro SD card
    - Copy and Paste or drag the photos to your PC

IMPORTANT: When finished transferring music or photos, make sure to tap ‘Turn Off USB Storage’ before disconnecting the USB cable



Clock

Other icons indicate new emails, messages, missed calls, updates etc

Notification bar. Flick down to open.

To close, flick up from its bottom edge.

Mobile strength

Wi-Fi status

Battery status

Go to the Apps screens

Back

Volume Controls

Earphone jack

Home

Options

On/Off button

Speaker

Hold any icon for 1 sec, then slide to move or delete it.

Widget (weather)

Flick 🡨 🡪 for other screens

Shortcuts bar.

Make a phone call

Go to the Play Store for more apps and widgets

Camera

View photos in your ‘Gallery’

Google search. Tap and type or tap the mic icon and speak